

2. Programming

2-10. Checking the Machine Settings

Reading and Resetting Sales

X Reports

To obtain a printout that shows the cash register settings, turn the mode switch to the Z/PGM position and use the sequence:

General & Tax Settings

To see the general and tax settings, turn the mode switch to the Z/PGM position and press #SBL.

PLU Settings

To see the PLU settings, turn the mode switch to the Z/PGM position and press PLU.

Flash Reports (displayed but not printed)

Press the following key in the X/Flash mode:

Department Total	Department key
Sales Total	#SBL
Cash in Drawer	CHARGE

Before Calling for Service

If you encounter any of the following problems, please read below before calling for service.

The display does not illuminate even when the mode switch is not set to "OFF".

- Is power supplied to the electrical outlet?
- Is the AC adapter plug out or loosely connected to the electrical outlet?
- Is the AC adapter connector out or loosely connected to the AC adapter jack?

The display shows symbols that do not make sense.

- Was the machine reset in the proper way shown on "Quick Set-up Guide"?

The machine fails to operate when any key is pressed.

- Is the power supplied to the electrical outlet? (Plug in another electrical device.)
- Is the AC adapter plug out or loosely connected to the electrical outlet?
- Is the AC adapter connector out or loosely connected to the AC adapter jack?

The display is illuminated, but the machine does not accept key entries.

- Is the mode switch properly set to the REG position?
- Was the machine reset in the proper way shown on "Quick Set-up Guide"?

No receipt is issued.

- Is the receipt paper roll properly installed?
- Is there a paper jam?
- Is the receipt function in the "OFF" status?

For the details on the ON/OFF status of the Receipt printing, refer to "Printing Format" of "Programming" section.

Printing is faded or illegible.

- The ink roller may have reached the end of its useful life. Please replace.
- Is the ink roller installed properly?

Others

- Have you reviewed FAQ's?

See the back of the Quick Setup Guide for commonly asked questions & answers.

* Specifications and appearance are subject to change without notice for improvement.

TO OBTAIN PRODUCT INFORMATION, CALL 1-800-BE-SHARP OR VISIT www.sharpusa.com.

SHARP
SHARP ELECTRONICS CORPORATION
Sharp Plaza, Mahwah, New Jersey 07495-1163
1-800-BE-SHARP
<http://www.sharpusa.com>

3. Reports

3-1. X/Z Report Sample

X/Z Report Sample	
00005 z	Reset counter
000000	Reset symbol ("X" is printed in the case of X reports.)
0730•77 1#	Grand total
14 a	Quantity
331•25 1#	Dept. code
16 a	Amount
194•78 2#	
7 a	
28 a	All Depts. counter and total
596•03	
-4•00 %	Percent counter and total
2 2 a	Item void counter and total
5•00 1#	Void mode counter and total
3 3 a	
55•26 2#	
520•03 #	Taxable 1 total
29•69 1#	Tax 1 total
0•00 #	Taxable 2 total
0•00 2#	Tax 2 total
25•00 #	Taxable 3 total
0•00 3#	Tax 3 total
0•00 #	Taxable 4 total
0•00 4#	Tax 4 total
16 a	Count of transactions
621•72 3#	Sales total (Total amount of sales transaction including tax)
452•83 #	Cash sale total
1 1 a	Check sale counter and total
128•23 #	Charge sale counter and total
40•66 #	Received-on-account total
30•00 #	Paid-out total
2•00 #	N-sale counter
480•83 #	Cash in drawer (Total amount of cash payment, change and RA/PO)
1 #	Clerk 1 sale total
2 #	Clerk 2 sale total
3 #	Clerk 3 sale total
167•75 4 #	Clerk 4 sale total
51•00	
1 #	
03•25•13	
0109•08•12#	

3-2. Z Reports

The contents of Z reports are the same as those of X reports, but issuance of a Z report resets all the transaction totals to zero. To issue a Z report, turn the mode switch to the Z/PGM position.

If the secret code is programmed, you must enter the secret code and press CASH/NO SALE after this step.

3-3. For Z reports without grand total resetting

Press CASH/NO SALE.

If the secret code is programmed, you have to enter the secret code and press CASH/NO SALE again after this step.

3-4. For Z reports with grand total resetting

If you want to reset the grand total (GT) when taking the Z report, press CHECK instead of CASH/NO SALE. Other than resetting the grand total, this report is the same as the normal Z reports.

If the secret code is programmed, you have to enter the secret code and press CHECK again after this step.

3-5. Flash Reports (displayed but not printed)

Press the following key in the X/Flash mode:

Department Total	Department key
Sales Total	#SBL
Cash in Drawer	CHARGE

1 # 001 PLU code
1 # 002 Associated department
1 # 003 Unit price
3 # 002
3 # 004
4 # 001

Specifications

Model: XE-A107

Dimensions: 13-31/64 (W) x 14-3/16 (D) x 7-31/64 (H) inches (335 (W) x 360 (D) x 190 (H) mm)

Weight: Approx. 8.8 lbs. (4.0 kg)

Power source: 120V AC, 60Hz

Power consumption: Stand-by: 1.5 W
Operating: 2.3 W (max.)

Working temperatures: 32 to 104 °F (0 to 40 °C)

Humidity: 20 % to 90 %

Display: LED (Light-Emitting Diode) 7-segment display (8 positions)

Printer: Type:
1 station print wheel selective type

Printing capacity: Max. 13 digits
Other functions: Receipt (ON-OFF) function

Paper Roll: Width: 2-1/4 ± 1/64 inches (57.0±0.5 mm)
Max. diameter: 3-5/32 inches (80 mm)
Quality: Bond paper (1/64 inch (0.06 mm to 0.08 mm) thickness)

Cash drawer: 4 slots for bills and 5 for coin denominations

Accessories: Quick Set-up Guide: 1 copy
Instruction manual: 1 copy (this manual)
Operation Reference Guide: 1 copy
Paper roll: 1 roll

Mode key (same as Drawer lock key): 2
AC adapter: 1
Ink roller: 1 (already installed)
EFT flyer: 1

Printing is faded or illegible.

- The ink roller may have reached the end of its useful life. Please replace.
- Is the ink roller installed properly?

Others

- Have you reviewed FAQ's?

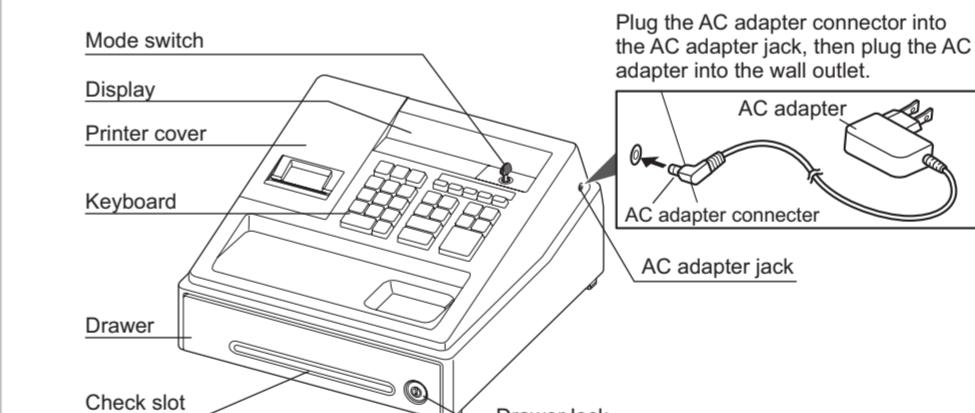
See the back of the Quick Setup Guide for commonly asked questions & answers.

3-6. END-USER LIMITED WARRANTY

Part Names and Functions

Part Names

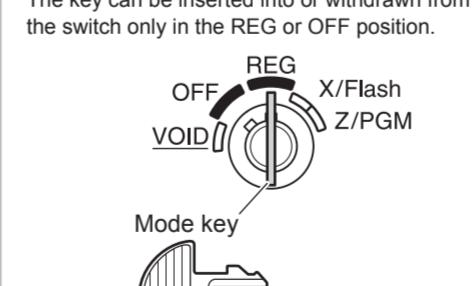
Mode Switch



Mode Switch

The mode switch enables the register to perform a variety of functions. The mode switch can be operated by inserting the supplied mode key (the same key as drawer lock key).

The key can be inserted into or withdrawn from the switch only in the REG or OFF position.



REG: Permits transaction entry.

OFF: Turns the display off. No operations are possible.

VOID: Permits correction after finalizing a transaction.

X/Flash: Permits printing of sales reports and displaying the flash reports.

Z/PGM: Permits printing and resetting of sales reports and programming.

Keyboard Layout

↑	TIME	CL	VOID	ESC	TAX1	TAX2	%
7	8	9	SHIFT	PLU	CHECK	CLERK#	
4	5	6	DEPT1	DEPT2	DEPT3	DEPT4	/ SBL
1	2	3	DEPT5	DEPT6	DEPT7	DEPT8	CHARGE
0	00		DEPT9				CASH/ NO SALE

Display

Your register is equipped with a front LED (Light-Emitting Diode) display that affords easy visibility of 8 digits for the operator during transaction.

Department code: Indicates the department entered. For example, if department 1 was pressed, "1" would appear.

PLU code: Indicates the PLU code entered.

Repeat: Indicates the number of times the same department key or PLU key is pressed repeatedly. If an entry is repeated more than ten times, only the last digit is displayed (12 displays as "2").

Symbols and figures appearing on the display:

E Error: Appears when an error is made. If this occurs during a transaction because of an extra digit entry, simply press CL and re-enter correctly.

P Program: Appears when the cash register is being programmed in the "Z/PGM" mode.

F Finalizing: Appears when a transaction is finalized by pressing CASH/NO SALE or CHECK.

o Subtotal: Appears when the cash register computes a subtotal when CASH/NO SALE is pressed, and also when an amount tendered is less than the total sales amount.

l Change: Appears whenever a change due amount is displayed.

l Low battery: Appears when the voltage of the installed batteries is under the required level. You need to replace the batteries with new ones very soon. (See "Maintenance" section for explanation.)

l No battery: Appears when the batteries are not installed, or the installed batteries are dead. You must immediately replace the batteries with new ones. (See "Maintenance" section or "Quick Set-up Guide" for explanation.)

Note: When the department key sign is set to "minus", a minus sign (-) appears.

The decimal point is shown as ".".

When secret code is set, "----" appears when characters are entered.

SHARP

ELECTRONIC CASH REGISTER

MODEL

XE-A107

INSTRUCTION MANUAL



* 0 R D S 1 P M 4 4 2 4 8 0 *
Printed in China

Thank you for purchasing the SHARP Electronic Cash Register Model XE-A107.
Please read this manual carefully before operating your machine. Keep this manual for future reference. It will help you solve any operational problems that you may encounter.

For assistance
Visit: www.sharp-register.com
Call: 1-800-BE-SHARP

For Set-up,
Refer to "Quick Set-up Guide"

For Operation Examples,
Refer to "Operation Reference Guide"

Getting Started

Before using the register for the first time, read the "Quick Set-up Guide" and program the register. The "Quick Set-up Guide" contains the following information.

Never install the batteries into the cash register before initializing it. Before you start operating the cash register, you must first initialize it, then install three new alkaline batteries LR6 ("AA" size) on the register. Otherwise, distorted memory contents and malfunction of the cash register will occur.

HARDWARE SET-UP

Step 1 Initializing the Cash Register
Step 2 Installing Batteries
Step 3 Installing a Paper Roll

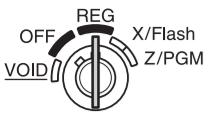


PROGRAMMING

Step 4 Setting Time and Date
Step 5 Setting Tax Rates (%)
Step 6 Assigning Tax Rate to Departments



1. Entries



Before you begin entries, turn the mode switch to the REG position.

Flow of Register Use During the Day

Before the Store Opens

- Make sure you have enough receipt paper for the day.
- Note, the total currency value placed in the drawer to start the day.
- Run an X report, to confirm daily totals were reset to zero at the close of the previous day. If not, run Z report. (See "3.Reports")
- Turn the key to the REG position and begin sales.



During the Business Day

- To enter sales (See "Operation Example", "1-1. Department", "1-2.PLU").
- Use discounts (See "1-3.Percent key").
- Make corrections (See "1-9.Correction").
- Clear errors (See "1-12.When an Error Occurs").
- Check sales totals by running X reports. (See "3.Reports")



End of Day Register Closing

- Run an end of day "Z report" (see "3.Reports) which provide final day sales and clears sales totals on the cash register.
- Turn the key to the OFF position.

* Note, the cash amount started with at the beginning of the day will not be reflected in the X or Z reports

1-5. Tax Calculation

Automatic Tax Calculation

When the register is programmed with a tax table or tax rate method and the tax status of a department is programmed as taxable, the register automatically computes the tax on any item entered using the department key for that department or a PLU code associated with that department.

Taxable Subtotal

You can display the taxable 1 or taxable 2 subtotal by pressing either tax shift key and then **#SSTL**. The subtotal of taxable 1 or taxable 2 entries is displayed. You cannot display the subtotal of taxable 3 or 4 items.

Tax Shift

You can change the programmed taxable 1 or 2 status of each department key by pressing one or both of the two tax shift keys **TAXIPO** and **TAXIPL**. To change the taxable status, press the appropriate tax shift key just before the department, **PLU** or **%** key. In case of repetitive entries, the shifted tax status is used.

<Example>

Selling a \$3.50 item (dept. 1, taxable1) as a non-taxable item:

3 5 0 → TAXIPO → DEPT1

Selling a \$5.00 item (dept. 2, taxable1) as a taxable2 item:

5 0 0 → TAXIPO → DEPT2

Manual Tax

You can apply tax manually when the automatic tax calculation function cannot be used. Each manual tax entry (for Tax 1 or Tax 2) can be made only once during a transaction. After a manual tax entry, you cannot make any further item entries.

Manual tax 1 entry:

TAXIPO #SSTL → tax amount → #SSTL

Manual tax 2 entry:

TAXIPL #SSTL → tax amount → #SSTL

1-6. Non-add Code Number

Non-add code numbers can be entered and printed on the receipt during the entry of a sale. Non-add codes can be used for check numbers, serial numbers, product codes, service charge codes or any other numbers for reference to specific transactions. Non-add code numbers can be entered in the REG or VOID mode.

<Example>

Selling a \$3.50 item (dept. 1, taxable1) as a non-taxable item:

3 5 0 → TAXIPO → DEPT1

Selling a \$5.00 item (dept. 2, taxable1) as a taxable2 item:

5 0 0 → TAXIPO → DEPT2

Tax Delete

This function is used when the taxable item or items once entered need to be made non-taxable. Press **TAXIPO** or **TAXIPL**, then **#SSTL**, and **CL** and all entries made so far in the transaction for items with the specified taxable status will be made non-taxable. To make all entries up to that point non-taxable, press **TAXIPO** and **TAXIPL**, then **#SSTL**, and **CL**. Subsequent entries in the transaction remain unaffected and will be taxed normally.

<Example>

Selling two \$3.50 items (dept. 1, taxable 1) and a \$5.00 item (dept. 2, taxable 1), and entering the sale as non-taxable:

3 5 0 → DEPT1 → #SSTL → 5 0 0 → DEPT2 → #SSTL → CL

For more operation example,
Refer to "Operation Reference Guide"

Operation Examples

When Paid by Cash

1. Turn the mode switch to the REG position.
2. Enter the clerk code and press **CLEAR**. (Once the clerk code is entered, you need not enter the clerk code at the start of each transaction until the clerk is changed.)
3. Enter the price for the first item.
4. Press the appropriate department key.
5. Repeat steps 3 and 4 for all the remaining items.
6. Press **#SSTL** to display the amount due including any tax (you can omit this step).
7. Enter the amount received from the customer (you can omit this step if the amount tendered is the same as the subtotal).
8. Press **#SSTL**, and the change due is displayed and the drawer opens.
9. Close the drawer.

<Example>
Selling five pieces of \$1.50 item (dept. 1) and three pieces of \$3.50 item (dept. 3) for check payment:
5 @TIME 1 5 0 → DEPT1 → 3 @TIME 3 5 0 → DEPT3 → #SSTL → CHECK

When Paid by a Credit Card

Press **CHARGE** instead of **CASH/NO SALE** at the end of the transaction (Step 8 in the above operation). The amount tendered cannot be entered.

When Paid by Check

Press **CHECK** instead of **CASH/NO SALE** at the end of the transaction (Step 8 in the above operation). The amount tendered can be entered like a cash sale and the change due is displayed.

Mixed Tender Sale

When the amount tendered by cash or check is less than the sales amount including tax, the display shows a deficit and **-**. To compensate for the deficit, make an additional amount-tendered entry or make a charge entry:

1-2. PLU (Price Look Up)

The PLU function allows speedy key entries. When a PLU code has been assigned to an item and a price for it has been programmed, entry of the code automatically calls up the price for the item. Up to 80 PLU codes are programmable. See the PLU programming section in "Programming".

To enter a sale of a PLU item, simply enter its code and press **PLU**.

<Example>
Selling a PLU1 item (price:\$1.20) for cash and receiving \$5.00 from your customer:
1 PLU → #SSTL → 5 0 0 → CASH/NO SALE

Refund entry for a \$5.00 item (non taxable):
5 0 0 → TAXIPO → #SSTL → CASH/NO SALE

* Dept.4: negative (-), taxable1 (default setting)

1-8. Opening the Drawer with No Sale

Just press **CASH/NO SALE** and the drawer opens.

1-9. Correction

Correction of Entered Number

When you enter an incorrect number, delete it by pressing **CL** immediately after the entry.

Correction of the Last Entry

If you make a mistake when making a department entry, PLU entry, repetitive or multiplication entry, discount or premium entry by **%**, or manual tax entry, you can correct this by pressing **YES**.

Correction of Earlier Entries

You can correct any incorrect entry made during a transaction if you find it before finalizing the transaction by pressing **CASH/NO SALE**, **CHARGE**, **CHECK**, etc.

<Example>

Correct **3 PLU** entry to **4 PLU** after another correct entry has been made, enter the following:

3 PLU → 1 1 5 0 → DEPT1 → 4 PLU → CASH/NO SALE

1-10. Void mode

This function allows you to reverse the entries made in an incorrect receipt. The entries are subtracted from each totalizer and added to a void totalizer.

To use this function, turn the mode switch to the VOID position and enter the same details that are on the incorrect receipt. The VOID mode symbol (VD) is printed at the bottom of the receipt.

If the secret code is programmed, you have to enter the secret code and press **CASH/NO SALE** after setting the mode switch to the VOID position.

To clear the error state
(Transaction) → CL → ESC → ESC

Received-on-account entry:
amount → **TAXIPO**
(up to \$79999.99)

Paid-out entry:
amount → **TAXIPO**
(up to \$79999.99)

For more operation example,
Refer to "Operation Reference Guide"

1-1. Department

Repetitive Department Entries

To enter two or more of the same item, press the appropriate department key repeatedly.

Multiplication Entries

To enter a sale of two or more of the same item, use **@TIME** key for multiplication.

<Example>
Selling five pieces of \$1.50 item (dept. 1) and three pieces of \$3.50 item (dept. 3) for check payment:
5 @TIME 1 5 0 → DEPT1 → 3 @TIME 3 5 0 → DEPT3 → #SSTL → CHECK

1-3. Percent Key

The percent key is used to apply a discount or premium to an item or to a subtotal. You can manually enter a discount (or premium) rate. Once the rate is preset for **%**, you can skip the step of entering the rate.

Discount for an item:
entry of an item → percentage rate → **%**
(ex. For 20%, enter **2 0 0 0**)

Discount for a subtotal:
entry of all items → percentage rate → **%**
(ex. For 5%, enter **5 0 0 0**)

<Example>
Applying a 10% discount to a \$1.50 item (dept.1):
1 5 0 → DEPT1 → 1 0 0 0 → %

Selling a \$5.00 item (dept. 1) and a \$8.00 item (dept. 3), and applying a 10% discount to the subtotal of the transaction:
5 0 0 → DEPT1 → 8 0 0 → DEPT3 → #SSTL → %

The register is set by default to tax the original amount before the discount. To tax the amount after the discount is applied, see "2-3. Programming the Percent key" to change the setting.

1-4. Entering a Refund

The cash register has no refund key. You must use the following alternative method to make a refund entry. A negative department for refund must be programmed in advance. Check the taxable status of the returned item is the same as that of the programmed negative department. If not, use the appropriate tax shift key to change the taxable status.

<Example>
Refund entry for a \$2.00 item (taxable 1):
2 0 0 → DEPT1 → CASH/NO SALE or CHARGE

Refund entry for a \$5.00 item (non taxable):
5 0 0 → TAXIPO → CASH/NO SALE or CHARGE

* Dept.4: negative (-), taxable1 (default setting)

2. Programming

Before you begin programming, turn the mode switch to the Z/PGM position. At the end of each step, the settings that were selected are printed on a receipt.

2-1. Programming by Departments



You can specify various status parameters (taxable status, +/- sign, single item cash sale, entry digit limit and unit price) for Department 1.

A B C Dept. key

Select from the following choices for each digit (ABC): You must enter all 3 choices.

Selections (Default setting is indicated by *)

A Choice of + or - sign
0 for +, 1 for -

B Choice of single item cash sale (SICS) function
0 for normal
1 for single item cash sale

C Entry digit limit
0 to prohibit manual price entries.
1 ~ 7* 0 ~ 7 digits.

[Check the setting]
Normal (SICS function)
Entry digit limit
Dept. key
(Max.4 digits)

Example: Set "taxable 1" for Department 1.

DEPTRA → 1 → DEPT1 → #SSTL

Tax rate number Dept. key
(Max.4 digits)

Example: Set "non-taxable" for Department 7.

DEPTRA → 0 → DEPT7 → #SSTL

Select tax rate number from the following choices.

Selections (Combination of tax rate number.)

0 for non-taxable.
1 for taxable 1. 3 for taxable 3.
2 for taxable 2. 4 for taxable 4.
1 2 for taxable 1 and 2.
1 3 for taxable 1 and 3.

[Check the setting]
0 for non-taxable.
1 for taxable 1. 3 for taxable 3.
2 for taxable 2. 4 for taxable 4.
1 2 for taxable 1 and 2.
1 3 for taxable 1 and 3.

2-2. PLU (Price Look-Up) Programming

<Programming sequence>

Example: Set "taxable 1" for PLU1 (Assigned to dept. 1.)

1 → PLU → 1 0 0 → DEPT1 → #SSTL

PLU code Unit Price Dept. key
(Max.5 digits)

To disable a PLU code, use the following sequence:

PLU code → PLU → VOID → #SSTL

[Check the setting]
#01 → PLU code
1 → Unit price and Dept.code